

SAME HEADER AS RESUME

High School Student Cover Letter Sample

October 21, 2012

Laurel Hardy
Manager HR
Acme Inc.
827 Addison Drive
Ozark, AL 25243

Dear Mr. Hardy:

This is with reference to the employment opportunity for an Office Assistant that you have listed on your website. As an enthusiastic individual with keen organizational skills and a profound ability to multitask, I am positive in my ability to put in something extra to your bottom line.

I have recently acquired my high school diploma from the Alliance High School, I find myself lucky to have come across this open position and have the following strengths to contribute to the ongoing success of your organization:

- Self-starter and proactive individual
- Highly disciplined
- Proven ability to communicate effectively
- Able to perform basic secretarial tasks and eager to learn new tasks
- Typing speed 50 wpm
- Good understanding of customer services
- Exceptional understanding of inventory and stocking procedures

Furthermore, I find challenges to be the keystone of my existence as this is what makes me perform work in a flawless manner. As I am a committed individual with good mathematical skills, I need almost no direction when working.

I-would appreciate your time to consider my application and credentials. I will call your office during the week of Nov 10 to inquire about the status of my application and to schedule an interview.

Regards,

(Signature)
Barry Hartworth

Enclosure: Resume